

(JULY -DEC 1958)

Chief, Management Staff

19 December 1958

Chief, Records Management Staff

Weekly Report for Week Ending 17 December 1958

1. Contributions

a. Tangible

(1) The Records Center received 581 cu. ft. of inactive records from six offices; destroyed 20 cu. ft. Total records in the Center 40,969 cu. ft.

(2) Completed 14 new and four revised forms.

b. Intangible

(1) Completed review of proof for revised Personal History Statement.

2. Assignments - Active

a. Forms

(1) Eight new and 20 revised forms pending.

(2) Printing Services Division Survey.

25X1C4a (3) Reduction in [REDACTED] requirements for forms.

(4) Revision of Travel Order. Comments received from DD/P.

(5) Teletype Dissemination Information Reports and Systems.

25X1C4a (6) Revision of [REDACTED] Form.

(7) Improved Management of Stocked Forms.

b. Shelf Filing

(1) Office of Personnel.

(2) IN/OCR. Equipment received and being installed.

(3) Acquisition Branch Library/OCR.

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(4) Map Library Division/CSS.

(5) Office of General Counsel

(6) [REDACTED] /Contract Division.  
Specifications for equipment prepared.

(7) AS Division/IS/P. Requisition for installation in  
process.

(8) Office of Security/Building 13.

c. Filing Systems

(1) Installation being made in Office of AS/Pera/PO

(2) [REDACTED] /CO.

(3) Office of Communications/[REDACTED] 25X1A6a

(4) Office of Personnel/Contract Personnel Division.  
Office of Security has approved space for secure  
area and Office of Personnel will initiate re-  
quisition to proceed with alterations.

(5) Special Planning Assistant/IS/S.  
Installation of filing installation continues.

(6) Executive Secretary/PA/IS/P. Office agreed to our  
proposal to use Rol-Dex equipment which expedites  
references to a card file of approximately [REDACTED]

d. Audit and Revision of Records Control Schedule.

(1) Medical Staff. Revised schedule for Operations  
Division completed.

(2) OOR. Review of schedule continues.

e. Special Projects

(1) Headquarters File Cleanup Campaign.

(2) Review of OOR Clerical Training in Filing Systems.  
Discussed some modifications with OOR.

f. Vital Records

None

3. Assignments - Inactive

25X1X8

- a. GHI-Subject-Metric Files Installation
- b. Logistics Security Staff Card Index.
- c. Machine Records Division Files Survey.

4. Notes

25X1A9a

- a. Mr. [REDACTED] was here on Monday to discuss Records Management generally. Arrangements made to continue these discussions and to make a trip to the Records Center shortly.

25X1A9a

Distribution:

Orig - Addressee

- 1 - Mr. [REDACTED]
- 1 - Mr. [REDACTED]
- 1 - Mr. [REDACTED]
- 1 - Miss [REDACTED]
- 1 - Mr. [REDACTED]
- 1 - Mr. [REDACTED]
- 1 - RMS (July - Dec 1958 - Yellow Copy)

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*[Handwritten signature]*  
12/19/58

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Mgt/S/RMS/ [REDACTED] :fjm 19 Dec 1958